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June 27, 2013

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H. *Jonathan E. Fielding*
Director and Health Officer

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO EXECUTE
AMENDMENT NUMBER 6 TO MASTER AGREEMENT WORK ORDER
NUMBER PH-001416-W1 WITH PUBLIC HEALTH FOUNDATION ENTERPRISES,
INC. FOR TEMPORARY PERSONNEL SERVICES**

This is to notify you that I am exercising the delegated authority approved by your Board on October 19, 2010, to execute amendments to temporary personnel services Work Orders that extend the term, rollover unspent funds, and/or increase or decrease each Work Order maximum obligation in an amount not to exceed \$399,999 annually, subject to review and approval by County Counsel, and notification to your Board.

On December 16, 2010, I notified your Board that I was exercising delegated authority to execute Master Agreement Work Order (MAWO) Number PH-001416-W1 with Public Health Foundation Enterprises, Inc. (PHFE) in the amount of \$857,629 to provide 11 specialized temporary personnel to support four projects: 1) the Enhanced Perinatal HIV Surveillance (EPS) Project for the period of January 1, 2011 through December 31, 2011; 2) the Health Education and Risk Reduction (HERR) Project for the period of January 1, 2011 through December 31, 2011; 3) the HIV Incidence Surveillance and Variant Atypical and Resistant HIV Strains (INC-VARHS) Project for the period of January 1, 2011 through December 31, 2012; and 4) the National HIV Behavioral Surveillance (NHBS) Project for the period of January 1, 2011 through December 31, 2012.

On December 29, 2011, I notified your Board that I was exercising delegated authority to execute Amendment Number 1 to MAWO Number PH-001416-W1 in the amount of \$76,463 to extend the term of the EPS and HERR Projects through March 31, 2012. On March 30, 2012, I notified your Board that I was exercising delegated authority to execute Amendment Number 2 to MAWO Number PH-001416-W1 in the amount of \$25,115 to extend the term of the EPS and HERR Projects through April 30, 2012. On April 17, 2012, I notified your Board that I was exercising delegated authority to execute Amendment Number 3 to MAWO Number PH-001416-W1 in the amount of \$201,265 to extend the term of the EPS and HERR Projects through December 31, 2012.

On December 31, 2012, I notified your Board that I was exercising delegated authority to execute Amendment Number 4 to MAWO Number PH-001416-W1 in the amount of \$94,272 to extend the

term of the four Projects through March 31, 2013. On March 29, 2013, I notified your Board that I was exercising delegated authority to execute Amendment Number 5 to MAWO Number PH-001416-W1 in the amount of \$79,791 to extend the term on a month-to-month basis through June 30, 2013 to extend the term of the four Projects.

Under the delegated authority referenced above, I will execute Amendment Number 6 to MAWO Number PH-001416-W1 with PHFE in the total amount of \$109,440, to extend the term on a month-to-month basis for the period of July 1, 2013 through September 30, 2013 to support seven temporary personnel as follows:

- 1) One Medical Records Abstractor for the EPS Project at a total amount of \$16,009, 100 percent offset by the Centers for Disease Control and Prevention (CDC) Comprehensive HIV Prevention Project for Health Departments;
- 2) One Research Analyst Trainee for the HERR Project at a total amount of \$13,620, 100 percent offset by the CDC HIV Surveillance Grant funds;
- 3) One Medical Records Abstractor for the INC-VARHS Project at a total amount of \$15,923, 100 percent offset by the CDC HIV Surveillance Grant funds; and
- 4) One Field Research Coordinator and three Research Interviewers for the NHBS Project at a total amount of \$63,888, 100 percent offset by the CDC National HIV Behavioral Surveillance Grant Agreement.

Implementation of Amendment 6 will allow the Department of Public Health (DPH) to continue to: 1) report prevalent and incident cases of HIV-infected and HIV-exposed children; 2) report perinatally HIV-exposed infants diagnosed with or delivered at various medical care facilities throughout Los Angeles County; 3) assist with HIV surveillance reporting and data collection as mandated by the State and the CDC; and 4) monitor behaviors among persons at high risk for acquiring and/or transmitting HIV.

As part of its ongoing integration activities, DPH's Division of HIV and STD Programs is continuing to assess and realign staff resources consistent with critical program functional areas. In the meantime, Amendment Number 6 will allow for the continuation of critical HIV surveillance activities and allow time to complete a work order solicitation.

County Counsel has reviewed and approved Amendment Number 6 to MAWO PH-001416-W1 as to use.

If you have any questions or require additional information, please let me know.

JEF:MJP:ts
DA#2709

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors